MEMORANDUM FOR: All NWS Regional Headquarters, Regional Maintenance Specialists, Electronic Systems Analysts, and Electronics Technicians [Engineering Handbook (EHB)-13, Series II distribution]

FROM: W/OPS1 - Mark Paese (Acting)

SUBJECT: Transmittal Memorandum for EHB-13 Series II, Issuance 02-16

1.  <u>Material Transmitted</u>:

    Engineering Handbook No. 13 Series II, Advanced Weather Interactive Processing System (AWIPS), section 2.0, AWIPS System Administration Note 13, Rev A, AWIPS Cleaning Maintenance Procedure.

2.  <u>Summary</u>:

    AWIPS System Administration Note 13, Rev A, provides ESAs with an AWIPS cleaning maintenance procedure and an updated attachment A, WS Form A-26 sample.

3.  <u>Effect on Other Instructions</u>:

    Replace AWIPS System Administrative Note 13 with this revision.

AWIPS SYSTEM ADMINISTRATION NOTE 13, Rev A, (for Electronic Systems Analysts)
Maintenance Logistics & Acquisition Division
W/OPS1:  FJZ

SUBJECT                    :    AWIPS Cleaning Maintenance Procedure

PURPOSE                    :    To provide ESAs with an AWIPS cleaning maintenance procedure.

AFFECTED SITES             :    All AWIPS sites

TECHNICAL SUPPORT:              For questions or problems regarding these instructions please
                                contact Franz J. G. Zichy at 301-713-1833 x128.

**BACKGROUND**

In addition to normal process related maintenance performed under contract by Hewlett
Packard, Dell, and IBM, there are cleaning tasks that should be performed.  Below is a list of
recommended cleaning maintenance actions to be performed by the site's electronics staff.
Adherence to this cleaning schedule could help achieve equipment uptime.

**PROCEDURE**

| Location | Assembly Location | Action |
|----------|-------------------|--------|
| **Semiannual Maintenance** | | |
| Rack 1 | Inside and outside surface of rack and exhaust fan. | Vacuum surfaces |
| | Switch Panel<br>Top surface vent and fan intake on right side | Vacuum surfaces |
| | Satellite Broadcast Processor<br>Chassis vent on side and side fan intake | Vacuum surfaces |
| | Tray area inside of door | Vacuum surfaces |
| Rack 2 | Inside and outside surface of rack and exhaust fan | Vacuum surfaces |
| | Cisco<br>Front vent grillwork and rear exhaust vent | Vacuum surfaces |
| | Shelves | Vacuum surfaces |
| | Switch panel<br>Top surface vent and fan intake on right side | Vacuum surfaces |

| Location | Assembly Location | Action |
|---|---|---|
| | Simpact<br>Filter in front on chassis on exhaust fan in rear | Vacuum surfaces |

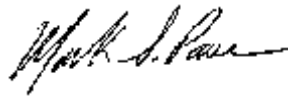| Location | Assembly Location | Action |
|---|---|---|
| Rack 3 | Inside and outside of rack and exhaust fan | Vacuum surfaces |
| | Terminal Server<br>Small side fan | Vacuum surfaces |
| | Switch panel<br>Top surface vent and fan intake on right side | Vacuum surfaces |
| | Application Server<br>Rear exhaust fan and in take vent    **CAUTION**<br><br>Do not disturb<br>orange FDDI cables | Vacuum surfaces |
| Rack 4 | Inside and outside of rack and exhaust fan | Vacuum surfaces |
| | Motorola<br>Three front fans and intake vents in rear of chassis | Vacuum surfaces |
| | Application Server    **CAUTION**<br><br>Do not disturb<br>orange FDDI cables | Vacuum surfaces |

| Location | Assembly Location | Action |
|---|---|---|
| Rack 5 | Inside and outside of rack and exhaust fan | Vacuum surfaces |
| | Ethernet Switch<br>Side intake fan on right and exhaust fan on left | Vacuum surfaces |
| | Ethernet Hub<br>Side intake fan on left and side exhaust vent on right | Vacuum surfaces |
| | FDDI Patch Panel      **CAUTION**<br><br>Do not disturb<br>orange FDDI cables | No user maintenance |
| Rack 5 | Disk Drives<br>Front fan intake and rear fan exhaust  **CAUTION**<br><br>Do not pull drives out<br>for easier excess | Vacuum surfaces |
| | Data Server      **CAUTION**<br><br>Do not disturb<br>orange FDDI cables | Vacuum surfaces |
| Rack 6 | Inside and outside surface of rack and exhaust fan | Vacuum surfaces |
| | Data Server      **CAUTION**<br><br>Do not disturb<br>orange FDDI cables | Vacuum surfaces |

| Location | Assembly Location | | Action |
|---|---|---|---|
| Rack 7 | Inside and outside of rack and exhaust fan | | Vacuum surfaces |
| | Terminal Server<br>Side venting grill | | Vacuum surfaces |
| | Ethernet Switch<br>Rear exhaust vent and side vents | | Vacuum surfaces |
| | LDAD Server | | Vacuum surfaces |
| | Firewall Server | | Vacuum surfaces |
| **Quarterly Maintenance** | | | |
| Workstations | Workstations<br>Grillwork on front intake and exhaust on rear panel. If necessary, open case to vacuum the inside. | **CAUTION**<br><br>Do not disturb orange FDDI cables. Use caution when vacuuming inside of CPU. | Vacuum surfaces |
| | X Terminals | | Vacuum surfaces |
| | Monitor | | Follow user maintenance procedures in commercial user manual |
| Printers | Inkjet Printers | | Follow user maintenance procedures in commercial user manual |
| | LaserJet Printers | | Follow user maintenance procedures in commercial user manual |

**REPORTING MODIFICATION**

Report the completed modification on a WS Form A-26, Maintenance Record, according to the instructions in Engineering Handbook 4 (EHB-4), Engineering Management Reporting System (EMRS), Part 2, and Appendix I.  A sample revised WS Form A-26 is attached.  As an additional guide, use the information in the table below.

| Block # | Block Type | Information |
|---------|------------|-------------|
| 5 | Description | Perform AWIPS Cleaning PMI |
| 7 | Equipment Code | AWIPS |
| 8 | Serial Number | 001 |
| 9 | Type Maintenance | (use appropriate code) |
| 10 | Action Taken | (use appropriate code) |
| 11 | How Malfunction | 999 |

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Attachment - Revised WS Form A-26 Sample

## Attachment A

| WS FORM A-26 (4/94) | WS FORM A-26 (4/94)<br>U.S. DEPARTMENT OF COMMERCE<br>NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION<br>NATIONAL WEATHER SERVICE<br>**ENGINEERING MANAGEMENT REPORTING SYSTEM**<br>MAINTENANCE RECORD | Document Number<br>**G 49978** |
|---|---|---|

| *General Information* | **1.** Open Date **4 / 05 / 02** | Time **0900** | **2.** Initials **JMM** | **3.** Response Priority (check one)<br>○ Immediate ○ Low<br>○ Routine ☒ Not Applicable | **4.** Close Date **4 / 05 / 02** | Time **1000** |
|---|---|---|---|---|---|---|

**5.** Description
**Perform AWIPS Cleaning Maintenance procedure.**

| *Equipment Information* | **6.** Station ID **RLX** | **7.** Equipment Code **AWIPS** | **8.** Serial Number **001** | **9.** TM **M** | **10.** AT **M** | **11.** How Mal. **999** |
|---|---|---|---|---|---|---|

| **12.** EQUIPMENT OPERATIONAL STATUS TIMES | **a.** Fully Operational | **b.** Logistics Delay | Partly Operational | **c.** All Other | **d.** Logistics Delay | Not Operational | **e.** All Other |
|---|---|---|---|---|---|---|---|

### 13. Parts Failure Information

| Block # | **a.** ASN | **b.** NSN | **c.** TM | **d.** AT | **e.** How Mal. | **f.** Qty. | **g.** Maint. Hrs. |
|---|---|---|---|---|---|---|---|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |

### 14. Work Load Information

| Type | Staff Hrs. |
|---|---|
| **a.** Routine | |
| **b.** Non-routine | |
| **c.** Travel | |
| **d.** Misc. | **1:00** |
| **e.** Overtime | |

| *Miscellaneous Information* | **15.** Maintenance Comments<br>**Cleaned AWIPS components I.A.W. AWIPS System Admin Note 13** | **16.** Initials<br>**JMM** |
|---|---|---|

| **17.** SPECIAL PURPOSE REPORTING | **a.** Mod. No. **SA13** | **b.** Mod./Act./Deact.Date **4/05/02** | **c.** | **d.** | **e.** |
|---|---|---|---|---|---|

| **18.** CONFIGURATION MGMT. REPORTING (use as directed) | ASN | Vendor Part Number (New Part) | Serial Number (Old Part) | Serial Number (New Part) |
|---|---|---|---|---|